

Records Management Office, OSI

4 June 1953

Chief, Information Branch, OSI

Vital Materials for GSS/OSI

1. Listed below, in compliance with your request by memorandum dated 26 May 1953, are the vital materials for the Branch offices of General Services Staff, OSI.

A. Requirements Branch

1. Guide Type Requirements (Guide SI#----)  
These are filed numerically by division breakdown (one copy to be sent to repository by direct method).
2. Ad-hoc Requirements (DAS#---, RD-A#---, and TF-OR#---).  
These are filed numerically by type in open and closed case files (one copy of original requirement to be sent to repository by direct method).
3. Administrative Files - filed by subject chronologically (to be reproduced in part only for storage).

4-93  
It should be pointed out that on items 1 and 2 of Requirements Branch vital materials, that these are submitted monthly to Information Branch for transfer. It is requested that action sheets for these items be microfilmed every six months, each time microfilming is done, the previous microfilm is to be either destroyed by the Vital Material personnel at the repository or recalled to OSI for destruction. As soon as microfilming is completed on those folders now in file, that which is already deposited can be destroyed. It is believed microfilming would be the best method of reproduction for these items as a reader would be used and no reproduction necessary if records would be needed.

B. Information Branch

No material on file of a vital nature. This Branch serves as a service office and maintains no intelligence files.

~~SECRET~~  
SECURITY INFORMATION

C. Administrative Branch

No material considered vital provided other components of CIA (Personnel, Travel, Training, etc.) are submitting such material as Personnel files, Security matters, travel, clearances, expenditures, etc.

*as except  
noted on  
travel*

2. It is suggested that a survey be made to determine if originating offices are submitting copies of material and in the case of items listed under "C" above if offices having primary responsibility are forwarding copies to the vital Materials Repository.



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OSI:FJB:eb (4 June 1953)

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